



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	7-8-2013
Subchapter:	1	Forms	
Issuance:	4.22	CP&P Form 4-22, Notification of Modification, Suspension, or Termination of a Kinship Legal Guardianship (KLG) Subsidy	

Click here to view, complete, and print the CP&P Form [4-22](#), Notification of Modification, Suspension, or Termination of a Kinship Legal Guardianship (KLG) Subsidy.

WHEN TO USE IT

Use this letter to:

- Notify a KLG caregiver(s):
 - That his, her, or their child's KLG subsidy is being modified, suspended, or closed, and
 - Of his, her, or their appeal rights;
- Advise a KLG caregiver of the steps required to have a suspension lifted and the subsidy reinstated (i.e., he or she must submit the required verification from the school or day care program the child is attending, or provide medical documentation if the child is unable to attend school, along with a completed and signed CP&P Form [4-9](#), CP&P Kinship Legal Guardianship Subsidy Program Annual Compliance Review Letter, page 4 of the CP&P Form [4-22](#)).
- Give the KLG caregiver(s) a copy of the CP&P Kinship Legal Guardianship Subsidy Program Dispute Resolution Request Form (page 3 of the form); and
- Provide the KLG caregiver(s) a list of support services that may be helpful to the KLG caregiver's child and his or her family.

HOW TO USE IT

- Staff of the Office of Adoption Operations, or the Local Office, prepare this letter using the on-line template in the computerized Forms Manual.
- Send the letter of notification after a decision has been made to modify, suspend, or close a KLG subsidy by the Assistant Director of Adoption Operations or his or her designee, or the Local Office Manager.
- Print the letter on official agency letterhead.
- The KLG caregiver(s) completes page 3, the CP&P Kinship Legal Guardianship Subsidy Program Dispute Resolution Request Form, and returns it to the Office of Adoption Operations within 20 days, if he or she wishes to appeal the Division's determination.
- If the KLG caregiver(s) fails to return the appeal request form within the 20 days, the appeal is denied and the modification, suspension, or termination of the subsidy becomes a Final Agency Decision appealable only to the Appellate Division of the State Superior Court.
- Adoption Operations staff review the completed appeal request form, conduct an administrative review, contact the KLG caregiver(s) to discuss the request in detail, and advise him or her of the next steps, if any, regarding the appeal.
- If the KLG subsidy has been suspended, the KLG caregiver must return required verification from the school or day care program the child is attending, or provide medical documentation if the child is unable to attend school, along with a completed and signed CP&P Form [4-9](#), CP&P Kinship Legal Guardianship Subsidy Program Annual Compliance Review Letter, which is page 4 of the CP&P Form [4-22](#), before the child's subsidy can be reinstated.

TIPS FOR COMPLETING THE FORM

- Complete all check boxes and text fields.
- When a KLG subsidy is being suspended, enter a specific reason for the suspension (Examples: subsidy checks are being returned and no notice has been received that the family has moved; subsidy checks are being paid, but it is unclear where the child is living, and whether the KLG caregiver is providing financial support).

DISTRIBUTION

Original	-	KLG caregiver(s)
Copy	-	KLG subsidy folder